ROBERTSON COUNTY TENNESSEE
PUBLIC RECORDS POLICY

Robertson County takes seriously the right of citizens of the State of Tennessee to access government records. Therefore, pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for Robertson County Tennessee is hereby adopted by the Robertson County Commission to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of Robertson County Tennessee Government are presumed to be open for inspection unless otherwise provided by law.

Personnel of Robertson County Tennessee Government shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of Robertson County Tennessee Government, shall be protected as provided by current law. Concerns about this Policy should be addressed to the County Records Commission via the County Mayor's office or to the Tennessee Office of Open Records Counsel.

This Policy is available for inspection and duplication in the office of the County Mayor. This Policy shall be reviewed every two years.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of Robertson County Tennessee except the following offices, departments, or divisions of Robertson County Tennessee, which have separate public records policies:

a. Robertson County Board of Education

b. Robertson County Sheriff's Office

I. Definitions:

A. *Records Custodian*: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.

B. *Public Records*: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).

C. *Requestor*: A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records:

A. Public record requests shall be made to the office which maintains the record.
B. Requests for inspection may be made orally or in writing using the attached form.
C. Requests for copies shall be made in writing using the attached form.
D. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license may be required as a condition to inspect or receive copies of public records.

III. Responding to Public Records Requests

A. Records Custodian

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503.

2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form which is attached.

3. If a records custodian denies a public record request, he or she shall deny the request in writing using the Public Records Request Response Form attached to this policy.

4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall use the Public Records Request Response Form to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.

5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

B. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records.

2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

IV. Inspection of Records

A. There shall be no charge for inspection of open public records.

B. The location for inspection of records within the offices of Robertson County Tennessee will be determined by the records custodian. Citizens are not allowed to remove public records from county offices.

C. Under reasonable circumstances, the records custodian may require an appointment for inspection or may require inspection of records at an alternate location.

V. Copies of Records

A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.

B. Copies will be available for pickup at a location specified by the records custodian.

C. Upon payment for postage, copies will be delivered to the requestor's address by the United States Postal Service.

D. A requestor will not be allowed to make copies of records with personal equipment at the discretion of the records custodian.

VI. Fees and Charges and Procedures for Billing and Payment

A. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and require pre-payment of such charges before producing requested records.

B. Fees and charges for copies are as follows :

1. All Courts & Archives $0.50 per page. $5.00 additional if certification required.

2. $1.00 per page faxed or emailed may be charged.

3. Other: $0.15 - $0.25 in offices other than Courts & Archives.

4. Labor when time exceeds 2 hours, will be $15.00 per hour.

5. If an outside vendor is used, the actual costs assessed by the vendor.

C. Payment is to be made in cash, cashier check, money order. Some but not all offices have credit card capability.

D. Payment in advance will be required.

E. Aggregation of Frequent and Multiple Requests

1. Robertson County Tennessee will aggregate record requests when more than (4) requests are received by any one department within a calendar month either from a single individual or a group of individuals deemed working in concert.

   a. The level at which records requests will be aggregated is by each office.

b. The Records Custodian is responsible for making the determination that a group of individuals are working in concert. The records custodian must inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the Office of Open Records Counsel.

c. Routinely released and readily accessible records excluded from aggregation include, but are not limited to documents or records provided on the County web site.